

8 February 1952

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Personnel Ceilings

REFERENCE : (a) Memo dtd 7 Feb 52, ER 2-5690, subj: Personnel Ceiling
(b) Memo dtd 7 Feb 52 from AD/Personnel to DL/A,
subj: Personnel Ceiling.

1. In establishing the recent over-all "on duty" personnel ceiling for the Agency, it was not the Director's intent to discharge personnel now on duty or to reject applicants now in process who are finally cleared and are found to be in every respect completely qualified for long-term duty with this Agency. Accordingly, you should proceed to enter on duty as many of the personnel now in process as meet these requirements. Presumably, however, a number of those in process will be lost due to declination, rejections, etc., and some losses will occur due to normal attrition, so that a ceiling of something less than [redacted] would meet this situation.

2. Certain of the 15 positions authorized for the Central Processing Branch are to be transferred from other offices and some are new positions. In theory, at least, some of the 33 positions you are short could also be taken care of by vacancies in the new positions, so that a new increase of less than 15 in your ceiling would be necessary.

3. I assume that it would take some time to fill the 14 positions in the Military Personnel Division, and, therefore, an increase of something less than 14 positions in your ceiling would also take care of this situation.

4. In view of the foregoing, I suggest that we leave your official "on duty" ceiling at [redacted] as now established, with the understanding that, if absolutely essential to efficient operations and within the spirit of the foregoing, you may exceed this by a minimum number, and that, after further review and experience as a result of the recently established Agency ceiling, you will submit specific recommendations again on or about 1 April 1952.

L. K. WHITE
Acting Deputy Director
(Administration)

Orig - Add
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1 - Chief O&M
1 - DL/A
3 - ADD/A ✓

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